

Churchill Park United Church

Position Description for Church Office and Rentals Administrator

The Church Office and Rentals Administrator provides support for the CPUC staff and congregation and ensures the smooth running of the congregation and the building rentals. As the first contact people have with CPUC, this role is central to the life of the congregation and combines hospitality, communication and efficiency.

Accountability: Reporting to the Minister and the Ministry and Personnel Committee, this is a 12 hour per week position that includes the following:

Daily Duties:

- Answer telephone, respond to renter messages, pass on messages to minister, and update telephone greetings, as needed.
- Greet visitors during regular office hours.
- Provide information, assistance and support to church staff and visitors, as required.
- Direct callers and visitors to the appropriate person.
- Open and distribute mail.
- Check email and reply in a timely way.
- Record/amend church bookings and distribute and program keys/fobs in accordance with CPUC's rental policy.
- Maintain an up-to-date list of people who have keys/fobs to the building.

Weekly / Monthly Duties:

- Email weekly announcements to CPUC members on the email list and update the announcements on the webpage (receive announcements during week and share preparation with minister).
- Email live streaming link for Sunday worship.
- Prepare a weekly deposit for any cheques received in the office, making a copy of the cheques, preparing the deposit slip, and putting all in a separate sealed envelope in the Blue Book for inclusion in the grey nightly deposit bag with the cash counter's Sunday Collection deposit.
- Each month, pull monthly calendar report, record renter hours in renter report sheet and email to Bookkeeper.
- Update binder of congregational minutes and replace in narthex.

Occasional Duties:

- Create PowerPoint and Order of Service for Sunday services as required.
- Maintain an up-to-date manual of administration and rental procedures.
- Order worship and office supplies as needed.
- Prepare marriage, baptism, confirmation and transfer certificates.
- Place notices of church activities in the proper media.
- Mail out year-end tax receipts.
- Coordinate, prepare and distribute the Annual Report in print and digital form.

- Record Keeping:
 - Maintain church registers for marriages, baptisms, and deaths.
 - Maintain all directories and mailing lists of church members and adherents including any electronic lists.
 - Prepare mailing labels, envelopes, brochures, pledge forms for mail distribution for stewardship.

- Website:
 - Keep up to date with announcements and other documentation.
 - Renew domains as needed.

Financial Duties:

- Oversee use of church Visa card and maintain and label as to purpose of all Visa receipts for reconciliation with Visa statement for the bookkeeper.
- Timely distribution of church cheques provided by the bookkeeper.
- Pass all financial information to the bookkeeper including but not limited to:
 - Fundraising documents
 - Invoices
 - Changes to donor addresses/financial requests.
 - Receipts and reports
 - Renter payments

Other:

- Any overtime must be approved by M&P prior to working the extra hours.
- Holidays must be taken within the calendar year. Carry-over time must be approved by M&P in advance. Holidays must be approved by the Minister and M&P in advance and coordinate with other staff holiday time. Notify the minister and M&P if sick time or days off are required.